

**BY ORDER OF THE COMMANDER,  
PACIFIC AIR FORCES**

**PACAF DIRECTORY 90-223**

**4 FEBRUARY 2005**



**Command Policy**

**LOGISTICS UNIT COMPLIANCE  
INSPECTION/LOGISTICS READINESS  
SQUADRON TRAFFIC MANAGEMENT  
FLIGHT**

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This Logistics Unit Compliance Inspection PACAF Directory and attached Mission Performance Checklist implements AFPD 90-2, *Inspector General-The Inspection System*. It applies to wing logistics readiness squadrons. This directory supports guidance in AF Policy Directives, AF Manuals, AF Instructions, and PACAF Instructions. This directory does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units and members.

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this directory in conjunction with their annual unit self-assessment. The objective is to identify deficiencies, which preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. Higher headquarters may use this directory in whole or in part during visits or exercises.

The attached mission performance checklist represents key processes, procedures, and requirements that must be accomplished to ensure successful mission accomplishment by wing logistics readiness squadron operations. The HQ PACAF Inspector General will grade these items during unit compliance inspection (UCI) visits.

**SUMMARY OF REVISIONS**

Updated references; realign Air Terminal Operations checklist to comply with PAD 02-05, change one, effective 1 Mar 04; realigning Cargo Movement to the Traffic Management Flight. New or revised material is indicated by an bar (|).

- 1. Authorized release of Word (.doc) file can only be acquired by contacting the appropriate OPR directly.*

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Director of Logistics

**Attachment 1****LOGISTICS READINESS SQUADRON TRAFFIC MANAGEMENT FLIGHT  
MISSION PERFORMANCE CHECKLIST**

<b>A</b>	<b><u>MANAGEMENT</u></b>
1	Are TMF facilities well maintained and present a pleasant atmosphere for the customer?
2	Are procedures in place for customers to obtain assistance 24hrs a day/7 days a week? (AFI 24-201, Para 5.14.1)
3	Is Mortuary/Summary Court/Transportation Officer's Checklist being followed to ensure all necessary actions are carried out? (AFI 34-244 Atch 6, JFTR, Para U5372, AF Sup Para 4.2.4.2 and JTR.V2, Para C6051)
4	Are current appointment orders on hand for the traffic manager and transportation agents? (DTR Part 1, Chap 101; DTR Part 4, Chap 401 Para 13d; AFI 24-201, Para 1.4.2 and 14.3)
5	Is there a formal on-the-job training program? (AFI 36-2201V3, Chapter 6)
6	Are AF Form 623s properly completed and maintained? (AFI 36-2201V3, Chapter 8)
7	Is there a hazardous material program in-place? (49 CFR 1910-1200)
8	Are AF Form 55s being completed and maintained? (AFI 91-301, Para 7.4)
9	Are all military members in compliance with Air Force standards of dress and appearance? (AFI 36-2903, PACAF Sup AFI 36-2903)
10	Is the Traffic Management Flight aligned as directed in accordance with PAD 02-05 Change 1?
<b>B</b>	<b><u>PASSENGER TRAVEL</u></b>
1	Does the TMF ensure the contracted travel office provides services contained in their contract? (DTR Part I, Chap 102, Para N and AFI 24-101, Para 1.13.7)
2	Is TMF ensuring all premium class travel approved, documented, and reported to HHQ? (IAW 24-101, Passenger Movement, Para 2.7.7 and AF/ILLD Guidance Dated 2 Jul 04.)
3	Are travelers receiving accurate and informative travel counseling relative to their movement via air and surface modes? (AFI 24-101, Para 1.13, Para 1.16.5, Para 3.16.2)
4	Are funded emergency leave travelers receiving prompt and accurate entitlement briefings and services? (JFTR Vol 1, Chap 7, U7205; DTR Part I, Chap 102, Para V; AFI 24-101, Chapter Para 3.17)
5	Are COT travelers receiving complete and accurate entitlement briefings and services? (JFTR Vol 1, Chap 7, U7200; AFI 24-101, Para 3.11)

6	Is the policy in use on CRAF carriers and the hierarchy of travel for PCS/TDY personnel being adhered to? (DTR Part I, Chap 103, Para A)
7	Are unused airline and lost/stolen tickets properly accounted for and refunded? (AFI 24-101, Para 4.13)
8	When foreign flag is authorized in travel orders or when TMF directs foreign flag carrier, is the authorization properly annotated? (JFTR, Vol 1, Para U3125-C.3; AFI 24-101, Para 2.4.4)
9	Are accountable travel forms properly safeguarded? (AFI 24-101, Para 4.3)
10	Is the TMF ensuring collection of excess cost is initiated for additional transoceanic travel cost incurred due to circuitous travel, delay en route, and consecutive overseas tour travel? (DTR Part 1, Chap 102, Para K; AFI 24-101, Para 3.6)
11	Is the TMF managing the CBA effectively, including the billing and outlined procedures? (AFI 24-101, Atch 6)
12	Does the TMF have established written procedures on the CBA reconciliation process to include specific CTO and TMF responsibilities and time periods for accomplishment? (IC 2004-I to AFI 24-101, para A6.5.4)
13	Are TDY travelers being advised of current Leave in Conjunction with official travel (LICWO) procedures and are they being afforded the opportunity to utilize this program? (AFI 24-101, Para 3.3)
14	Does the TMF ensure the appropriate authority approves Premium-Class transportation (PCT)? (JFTR Vol I, Para U3125 B2; AFI 24-101, Para 2.7; IC 2004-1 to AFI 24-101, para 2.7.2; HQ PACAF/CC Policy letter dated 4Aug04)
15	Does the TMF ensure that travel orders reflect PCT is authorized/approved or after-the-fact approval is being/will be pursued prior to issuing PCT tickets? (IC 2004-1 to AFI 24-101, paras 2.6.4.1 and 2.6.4.2)
C	<u>PERSONAL PROPERTY</u>
1	Are members properly counseled and is the Personal Property Counseling Checklist, DD Form 1797, used as a guide and completed properly? (DTR Part IV, Para 401.G and H.)
2	Are counselors providing a listing of the hazardous materials prohibited in personal property shipments (DTR Part IV, Appendix I) and are these items stressed during the counseling session? (DTR Part IV, Para 401.G3)
3	Are realistic RDDs established based upon the member's requirements and other governing factors? (DTR Part IV, Para 401.D2j, 402.D2)
4	Does the TMF monitor all individual shipments and when professional items have been properly declared on the DD Form 1299, ensure carriers properly annotate the inventory and total weight on GBL or contractual document? (AF Sup/JFTR.V1/JTR.V2, Para 2.1.4; DTR Part IV, Para 413.D)
5	Are excess cost computed and collected from separating members who exceeded their entitlements prior to effecting shipment? (AF Sup/JFTR.V1/JTR.V2, Chapter 11; JFTR ,V1, U5340)
6	Are counselors properly briefing on the policy for personally procured/Performed transportation and NTS and PPMs? (AF Sup/JFTR Atch 14, JFTR Para. U5320.D)

7	Do counselors complete AF Form 2473, Retirement Travel and Transportation entitlements? (AF Supl/JFTR.V1/JTR.V2, Para 3.6.1)
8	Are DD Form 1299s properly completed? (DTR Part IV, Para 401H)
9	Are GBLs properly prepared/distributed and submitted to carrier, as required? (DTR Part IV, Chapter 413)
10	For shipments to or from overseas areas where administrative weight limitations are in effect, is the TMF adding the following notation in block 25 of the GBL: "Maximum administrative weight allowance for household goods and unaccompanied baggage is (insert weight in pounds)?" (DTR Part IV, Chapter 413, Para D1.y.9)
11	Does the TMF review the DD Forms 619 and 619-1 when required (i.e., SIT, reweighs and third-party services authorized by TMFs) to verify services and materials were provided prior to certification? (DTR Part IV, 405.F)
12	Are counselors aware of the requirements for the preparation and distribution of customs forms, when required? (DTR Part IV, Paras 401.D.2.s and 401.I.5)
13	Is a copy of a "Power of Attorney" retained by the origin TMF in member's case file? (DTR Part IV, Para 401.I4)
14	Is the lowest overall transportation cost used, which will assure timely arrival of the member's personal property? (DTR Part IV, Para 402.T, U and 405.C)
15	Are records reviewed to verify that inventories have been properly prepared by the carrier and contractor, methods of packing and marking have been satisfactory and carriers are tracing shipments when requested to do so? (DTR Part IV, Appendix B, Part III, BB)
16	Are individual case files supported with all documents required? (DTR Part IV Para 401.I.)
17	Are adequate procedures established for tracing inbound shipments by the required delivery date (RDD)? (DTR Part IV, Chapter 410)
18	Is the personal property reweigh program properly administered? (DTR Part IV, Chapter 403)
19	Are excess cost rebuttals processed and are members counseled accordingly? (AF Supl/JFTR. V1/JTR.V2 Para 11.4)
20	Are procedures adequate to prevent unnecessary storage in transit? (DTR Part IV, Chapter 406; AF Supl/JFTR.V1/JTR.V2, Chap 5)
21	Prior to the TMF's approval of additional SIT, are members providing a DD Form 1857? (AF Supl/JFTR.V1/JTR.V2, Chap 5)
22	Does the TMF have an effective quality control program geared to meet the intent of TQAP? (DTR Part IV, Para 401.D.2x, y, z, aa-ff, Appendix O and P)
23	Are appropriate actions taken upon receipt and acceptance of letter of intents (LOI)? (DTR Part IV, Para 402 L and N)
24	Are performance files established for each qualified carrier and contain or make cross-reference to all required documentation? (DTR Part IV, Appendix O, A.6a)
25	Does the carrier's performance file contain records for the last three performance cycles as required? (DTR Part IV, Appendix BM Para A.6b)

26	Is prompt action taken by the TMF to warn, suspend or recommend disqualification when a carrier or its agent violates any provision of the tender of service, rules and directives, rate tariffs or legal requirements? (DTR Part IV, Appendix O)
27	Are shipments inspected to the maximum extent possible? (DTR Part IV, Appendix O, Para A.5)
28	Does the TMF check invoice against the packing and crating contract schedules prior to certification? (DPM Contract, DTR Part IV, Chapter 404 and Appendix G)
29	Are TP-2 airlift requests to, from or between other than hard lift and inter-theater areas properly processed? (AF Sup/JFTR.V1/JTR.V2, Para 10.6.3)
30	Does the TMF evaluate the performance of each qualified ITGBL carrier every 6 months? (DTR Part IV, Appendix BM, Para C)
31	Are Government Owned Containers being properly managed? (DTR Part IV, Chap 402, Para V)
D	<u>CARGO MOVEMENTS-INBOUND</u>
1	Are proper procedures used to in-check shipments? (AFI 24-201, Para 5.14)
2	Are 999/NMCS/MICAP shipments receipted and processed 24 hours per day 7 days per week? (AFI 24-201, Para 5.14.1)
3	Are procedures in effect to prevent unnecessary detention/demurrage charges? (AFI 24-201, PACAF Sup 1, Para 5.13.3.1.)
4	Are TMO personnel annotating the receiving document with the date, time, and name of the person contacted for pick-up? (AFI 24-201, Para 5.14.4)
5	Is a seal record maintained at all points of unloading? (DTR Part II, Chap 202, Para G.4)
6	Is the Transportation Tracer List and the Exception Action List received from the Materiel Management Section, compared with property received files, annotated with receipt data for each TCN/GBL entry and returned to the Materiel Management Section within the required time frame? (AFI 24-201, Atch 12)
7	Are Transportation Discrepancy Reports (TDR) properly prepared and distributed? (DTR Part II, Ch 210)
8	Does the traffic management officer, manager or superintendent review each TDR package prior to submission to the cognizant finance center for claim action? (DTR Part II, Chap 210 Para B.4j)
9	Are related documents filed with the inbound property received copy of the GBL or in a separate file if they are not to be retained the same length of time as the related GBL? (AFMAN 37-139, Table 24-1)
10	Are inbound reports of shipments (REPSHIPS) being suspended and replies prepared and transmitted, when required? (AFI 24-201, Para 9.8, and PACAF Sup1, Para 9.8.2.5)
11	Are sensitive and classified shipments properly processed and safeguarded? (DTR Part II, Chap 205, and AFI 24-201, Ch 9)

E	<u>CARGO MOVEMENTS-OUTBOUND</u>
1	Are shipments properly received for by traffic management flight (TMF) from shippers? (AFI 24-201, Para 5.1)
2	Is a physical signature obtained for cargo that is classified, controlled, or, pilferable when electronic signature is unavailable? (AFI 24-201, Para 5.1.2, and PACAF Sup 1, Para 5.1.2.1)
3	Are adequate controls in effect with Materiel Management Element and other large quantity shippers to prevent excessive flows of material into the packing and crating work center? (AFI 24-201, Para 5.1.4)
4	Are shipments processed to allow movement within established time frames? (AFI 24-201, Para 4.2)
5	Are shipments packed, marked and labeled IAW appropriate special packaging instructions, AFI 24-202 and MIL STD 129? (AFI 24-201, Para 5.4; DTR Part II, Chapter 208 Para E)
6	Are procedures in effect to ensure all 999/NMCS/MICAP and TP-1 shipments are processed in time to move by the first available traceable mode that will provide earliest delivery to the consignee? (AFI 24-201, Para 4.2.1)
7	Are shipments cleared by the air clearance authority (ACA) or water port liaison office (WPLO)? (AFI 24-201, Para 5.2.2.10 and Para 8.1; DTR Part II, Para 203 C)
8	Has a transportation control number (TCN) register been established and is it being properly maintained? (AFI 24-201, Atch 6 and DTR Part II, Chapter 203, Para B.7)
9	Have correct TACs been assigned for all shipments? (AFI 24-201, Para 3.2, and Atch 4)
10	Have TMO personnel been properly trained on proper procedures for requesting a TAC? (AFI 24-201, Para 3.4, Atch 3 and 4)
11	When provided by Document Control, is the Delinquent Shipment Listing (R40) compared with property shipped files, annotated with shipped or hold at for each TCN entry and returned within the required time frame? (AFI 24-201, Para 13.2 and Atch 12)
12	Is all on-hand cargo inventoried as required? (AFI 24-201, Para 5.11)
13	When a SF 364 is received, is an investigation conducted to determine the cause of the discrepancy and action taken to prevent recurrence? (AFI 24-202, Para 6.2.3, and PACAF Sup 1, Para 6.2.3)
14	Is a corrective action statement included with each SF 364 response? (AFJMAN 23-215, Para E.4.B)
15	Are scales used in the work center calibrated at required intervals? (T.O. 33K-1-100)
16	Are health and safety standards consistent with applicable Occupational Safety and Health Act (OSHA) and Air Force Occupational Safety and Health (AFOSH) standards? (DoDI 6055.1; AFI 91-301)
17	Is there a lock out/tag out program? (AFOSH STD 91-501, Ch 21)
18	Are all power equipment/tools maintained and operated IAW OSHA and AFOSH standards? (29 CFR1910; AFOSH STD 91-501, Ch 12)
19	Do assigned personnel adhere to safety requirements? (AFOSH STD 91-501)

20	Has a base reusable container program been established under the control of the Traffic Manager? (AFI 24-202, Para 1.2.3, 1.2.4)
21	Are physical inventories being conducted to identify excess reusable containers? (AFI 24-202, Para 1.2.4)
22	Is the traffic management flight (TMF) providing and documenting training to unit reusable container monitors? (AFI 24-202, PACAF Sup 1, Para 1.2.4.1)
23	Are units being advised in writing when they fail to meet minimum PACAF standards for return of SPI reusable containers? (AFI 24-202, PACAF Sup 1, Para 3.16.1)
24	Are sensitive, classified and firearm shipments properly packaged, routed, documented, protected and safeguarded? (AFI 24-201, Para 9, and DoD 4500.9R, Part II, Ch 205C)
25	Do personnel who are authorized to handle classified, sensitive or firearms shipments review and acknowledge understanding of established procedures on a quarterly basis? (AFI 24-201, Para 9.10.3.1 and PACAF Sup 1, Para 9.1)
26	Is an Outbound Shipment of Firearms/Sensitive Items/Classified Items checklist properly completed on all these type shipments? (AFI 24-201, PACAF Sup 1, Para 9.5.10, Atch's 1 and 2)
27	Are rosters/letters of personnel authorized to receipt for, handle and process classified, sensitive and munitions items on hand and current? (AFI 24-201, Para 9.5.1, and PACAF Sup 1, Para 9.5.1.1)
28	Are outbound REPSHIPS being prepared and transmitted, when required? (AFI 24-201, Para 9.8, and PACAF Sup 1, Para 9.8.2.5)
29	Have traffic management personnel who certify hazardous materiel shipments been properly trained and appointed in writing by the LRS commander? (AFI 24-201, Para 10.9)
30	Have personnel from other units been appointed in writing by their commander to certify hazardous materiel shipments and are current letters of appointment on-hand and used to verify certifications? (AFI 24-201, Para 10.8)
31	Are Shipper's Declarations for Dangerous Goods properly prepared and distributed? (AFJMAN 24-204, Para A17.2 and DTR Part II, Ch 204)
32	Is commercial air express small-package delivery service being used for agile logistics and two-level maintenance cargo? (AFI 24-201, Paras 2.6 and 4.3)
33	Is the Cargo Movement Operations System being utilized in accordance with AFI 24-201, Attachment 15? (AFI 24-201, Chap 15)
34	Are traffic management personnel periodically reviewing transportation transit times to validate commercial carrier and AMC performance? (AFI 24-201, Para 4.2, and PACAF Sup 1, Para 4.2.1.1)
F	<u>AIRLIFT CLEARANCE AUTHORITY (ACA)</u>
1	Does the ACA act as the single point of contact between USAF shippers within their area of responsibility and the airlift system? (AFI 24-201,Ch 8, PACAF Sup 1, Para 8.3.1.1 and DoD 4500.9-R, Ch 203, Para 19f)

2	Is the flow of USAF sponsored cargo into the airlift system controlled? (AFI 24-201, PACAF Sup1, Para 8.3.1.1 and DOD 4500.9-R, Ch 203, Para 19(f.1))
3	Does the ACA monitor USAF sponsored cargo transiting their terminal to ensure expeditious movement and take action to reenter frustrated transshipment cargo into the airlift system? (AFI 24-201, PACAF Sup 1, Para 8.3.1.9)
4	Are requests for movement information, expediting service, tracer, and green sheet actions responded to in a timely manner? (AFI 24-201, Para 5.17 and PACAF Sup 1, Para 8.3.1.10)
5	Do AMC personnel segregate terminating cargo into bay locations, provide a listing of cargo ready for pickup, perform truck loading, and provide completed truck manifests to the ACA? (AFI 24-201, PACAF Sup 1, Para 8.3.1.11)
6	Are copies of transportation control and movement documents (TCMDs), appropriate ledgers or computer products for internal use maintained on shipments cleared into the airlift system to ensure timely movement of cargo? (AFI 24-201, PACAF Sup 1, Para 8.3.12)
G	<u>AIR FORCE WATER PORT LIAISON OFFICE (WPLO)</u>
1	Are WPLOs acting as the single Air Force Agency for the shipper service in all matters concerning the movement of Air Force materiel through common-user water terminals? (AFI 24-201, PACAF Sup 1, Paras 8.5.2 – 8.5.2.16)
2	Does the WPLO monitor Air Force cargo movement through the loading and discharging terminal to ensure expeditious loading or discharging, handling, and onward movement of cargo to meet required delivery dates? (AFI 24-201, Para 8.8 and PACAF Sup 1, Para 8.5.2.5)
3	Does the WPLO maintain vessel schedules, current inter service support agreements (ISSAs) pertinent to port operations and handle inland transportation and administrative matters within their command? (AFI 24-201, PACAF Sup 1, Para 8.5.2.12)
4	Does the WPLO review TCMDs to ensure they are properly prepared; do they correct erroneous information and/or challenge shipments, which, due size, RDD or priority, appear to be eligible for another mode of transportation? (AFI 24-201, PACAF Sup 1, Para 8.3.1.7) (DTR Part II, Ch 203, Para B, 19f (5))
5	Are ports handling charges reviewed and verified for expenditures? (AFI 24-201, PACAF Sup 1, Para 8.5.2.16)
H	<u>AIR TERMINAL OPERATIONS</u>
1	Does the Logistics Readiness Squadron Traffic Management Flight execute the base deployment/reception training program for transportation and base augmentees working in transportation deployment work centers? (AFI 24-235, Para 2.3)
2	Have personnel teaching deployment training classes received formal training, especially for the Airlift of Hazardous Materials? (AFMAN 24-204(I), Para A25.3.2)
3	Has work center training and lesson plans been developed for: Cargo preparation and pallet buildup? (AFI 24-235, Para 2.3.3)

4	Has work center training and lesson plans been developed for: Hazardous Material Preparation? (AFI 24-235, Para 2.3.3)
5	Has work center training and lesson plans been developed for: Load planning orientation/ overview? (AFI 24-235, Para 2.3.3)
6	Has work center training and lesson plans been developed for: Deployment Control Center (DCC) Controller? (AFI 24-235, Para 2.3.3)
7	Has work center training and lesson plans been developed for: Ramp coordinator? (AFI 24-235, Para 2.3.3)
8	Has work center training and lesson plans been developed for: Cargo Deployment Function work-centers (In-Check, Cargo Marshalling Yard, and Load Teams? (AFI 24-235, Para 2.3.3)
9	Has work center training and lesson plans been developed for: Personnel Deployment Function (air passenger terminal; if applicable)? (AFI 24-235, Para 2.3.3)
10	Are there student handouts for each training class? (AFI 24-235, Para 2.3.3.3.)
11	Are class rosters maintained in records? (AFI 24-235, Para 2.3.5)
12	Are manual or automated products being used to track personnel requiring refresher training? (AFI 24-235, Para 2.3.5)
13	Are training classrooms conducive for training? (AFI 24-235, Para 2.3.7)
14	Are surveillance visits performed to all units with deployment commitments on at least an annual basis? (AFI 24-235, Para 1.4.3.2.3)
15	Is AMC Affiliation Training being scheduled and used? (AFI 24-235, Para 2.3.4)
16	Is a schedule of monthly deployment training classes available for squadrons with a deployment commitment? (AFI 24-235, Para 2.3.6)
17	Is Safety/Operational Risk Management (ORM) stressed and made a part of each course curriculum? (AFI 24-235, Para 2.3.6)
18	Are annual Staff Assistance Visits (SAVs) performed for deployable units? (AFI 24-235, Para 1.4.3.2.3.)
19	Are training records for Logistics Readiness Squadron personnel assigned to READY program maintained? (AFI 24-235, Para 1.4.3.2.8.)
20	Is training documentation for personnel assigned to Mobility READY Program maintained (Only those personnel assigned to CDF and PDF)? (AFI 24-235, Para 1.4.3.10.)
21	Are open Mobility READY Program positions identified to base READY program monitor and/or board for fill action? (AFI 24-235, Para 1.4.3.2.4.)
22	Is the LRS commander briefed quarterly on the status of the Squadron Deployment program? (Vol 2, Pt 3, Ch 1, Atch 1D1.2.2.3.5)
23	Are the Cargo Pallet Buildup and Hazardous Training Requirement reports listed in Attachment 1D1.2.2.3 being completed? (Vol 2, Pt 3, Ch 1, Atch 1D1.2.2.3.4)
24	During the deployment phase of an exercise or an actual deployment, is the Squadron Readiness section monitoring the actions in Attachment 1D1.6.1? (Vol 2, Pt 3, Ch 1, Atch 1D1.6.1) Are they also reviewing and providing input to the base support plan (Appendix 9 to annex D, Base Support Plan 28XX)? (Vol 2, Pt 3, Ch 1, Atch D1.12)